

Policy on hand hygiene and distancing when on Mechanism premises

1. This policy is applicable to all persons who enter Mechanism premises during the course of the COVID-19 pandemic.
2. In order to limit the risk of spreading COVID-19 and ensure safety of persons on the premises, all persons must follow basic hygienic and social-distancing measures, including:
 - 2.1. Not entering the Mechanism premises when exhibiting COVID-19 symptoms;
 - 2.2. When entering any Mechanism premises, disinfecting hands upon entry, which can be done through the use of hand sanitizer or hand-wash station made available at entry points;
 - 2.3. Wearing a face mask covering both mouth and nose in all indoor spaces in the premises, with the exception of offices where appropriate social distancing can be maintained;
 - 2.4. Keeping 1.5m distance from one another to the extent possible where facilities permit;
 - 2.5. Practicing regular hand hygiene; and
 - 2.6. Observing cough/sneeze etiquette.
3. All persons using cafeteria services are required to disinfect their hands upon entry in the cafeteria using the hand sanitizer provided. Failure to comply may result in refusal of service in the cafeteria. In order not to compromise required social distancing measures, seating arrangements in the cafeteria cannot be changed and its facilities are not to be used for meetings.
4. To facilitate compliance with specific hygiene and distancing measures, these shall be clearly indicated in areas to which they apply, e.g. by means of posters and floor markings to indicate distance or directional requirements.
5. Security and Safety Officers may, when necessary, request persons to adhere to policies and measures in place. Failure to comply with measures set out in this policy may cause the non-compliant person to be denied access to Mechanism premises. In the event of non-compliance by Mechanism staff, appropriate action may be taken against the staff members, including possible referral to the SSS, Human Resources Section or to the staff member's supervisor.

Approved by the IRMCT COVID-19 Management Team on 15 July 2020

Amended by the IRMCT COVID-19 Steering Committee on 13 October 2021